

9 September 1974

MEMORANDUM FOR: DDA Advisory Group

SUBJECT: MINUTES of 5 September 1974 meeting with Mr. Blake

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The AAG met with Messrs. Blake, McMahon and [REDACTED] primarily to discuss the listing of items considered and/or handled by the AAG since January 1974. Prior to a review of the listings, Mr. Blake reported on the CIA MAG annual report in which Mr. Colby has asked for a similar report from the other Advisory Groups. He will make available to each member a copy of this MAG report. The group agreed that an AAG report is an excellent idea and that it would be submitted to Mr. Blake by 15 October 1974. Mr. Blake stressed that this date was not sacred and could be changed. We will try to meet that deadline.

We then discussed some of the items listed in the attachment to the Agenda as follows:

Completed action list:

1. Mr. Blake will read the paper submitted to Mr. Brownman in April concerning the "Did you know...." section of the official bulletin board proposed by the AG. //
2. The publicizing of promotions and QSIs is to be included on the agenda for the Office Heads meeting to be held the last week-end in September. ///
3. The format for individual office reviews (conferences) is to be placed on the agenda for the September Office Heads meeting.
4. The casual dress code proposed by the AG was discussed verbally with the Management Committee and the conclusion was that office heads would pass the message verbally, since this kind of thing is a little difficult to commit to writing.

Dropped item list:

1. Drug Abuse Program - Mr. Blake advised that there was a review 6 weeks ago concerning the security clearance standards with regard to drug usage. Mr. Blake will provide the AAG with sterilized copies of the report and asked that we provide our reaction concerning the value of general employee distribution of the report.
2. A brief discussion concerning the book exchange idea led to Mr. Blake's comment that we might try to do something along this line for the next running of the UVA program. He commented that the enrollment for this semester has more than doubled last year's and is now close to 600 [REDACTED] advised it went over 600 that day).

3. As a result of the PASG recommendations, Mr. Blake advised, there is a lot going on in the Directorates on the subject of Career Counselling.

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4. Mr. Blake asked [REDACTED] to check into the problem of getting badge pictures in the Official Personnel Files, in connection with the discussion of the quality of pictures in use in the files. *18 Oct response*

Pending Item list:

1. Mr. Blake advised that the subject of Career Development for Clerical Personnel is to be discussed at the Management Committee on Monday. The DDO submitted 2 papers -- 1 challenging the secretarial grades; and one advocating the establishment of senior secretarial career boards at the Directorate levels initially. Mr. Blake obtained a consensus from the Group present that Directorate-wide clerical panels would be acceptable in lieu of one Agency-wide service as had earlier been proposed.

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2. [REDACTED] advised that he had received a response from the Agency MAG to the effect that they did not wish to have their pictures posted on the bulletin board for various reasons (among them: cover; rapid turnover). It was decided, then, to drop the project designed to advertise the various Advisory Groups on the official bulletin board.

3. In discussing the subject of foreign currency turn-in, Mr. Blake expressed his opinion that the B&F sections in area Divisions would be excellent spots for currency to be turned in since all travellers do not process through CPB. He will talk to Mr. Yale about this.

During a general discussion, the question was raised by a member concerning the guidelines Mr. Blake felt we should apply in determining whether or not to accept problems for consideration. It was his opinion that, considering the time, energy and resources available to us (which are necessarily limited because of our first obligation to our jobs), we should consider several points:

A. Is the problem applicable only to 1 person, or would it affect a large group of employees.

B. Is the problem one which could be referred to an appropriate Agency component for resolution -- if so, it should be referred.

C. Is the problem one the nature of which might not clearly fall into any one pocket. If so, it could be the type of thing AAG would take on.

D. Is the problem one, the solution of which would involve more than one office. If so, AAG could consider it.

E. Is the problem one which would result in good public relations for the group.

F. Is the problem one which would involve cooperation of another Directorate.

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Mr. Blake asked the Group about our own feelings concerning the kinds of things we would like to be involved in. The consensus was that we would like to serve as a sounding-board for the DDA, in addition to handling problems. As a result of that response, Mr. Blake suggested we might talk about 2 items:

- A. Should we abolish the use of GS-06 and GS-08 positions in the Agency, and what would be the ramifications of such an action.
- B. If the Group had money available to it, how would it be used?

At the conclusion of the meeting, it was decided we would notify Mr. Blake as soon as we were able to set a time for another meeting with him. Since we had not had a business meeting for some weeks, the Group felt we must get together to discuss our pending items and other business first.

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August Co-Chairman

MSAG Meeting of 5 Sept.

- [REDACTED]
1. Favorable impression. Went over well. Left with good taste.
 2. First time any real guidance on what they should do. High mark was the a-b-c-d guidelines. In circles before.
 3. Group that departed in June highly frustrated. Lot of criticism. What are we doing here? On verge of revolt.

- [REDACTED]
1. Jack B has great facility of making people feel that they are included. Went well - HOWEVER:::
 2. The solution seems to be the one he draws out. Says how he would do it and all agree. Overpowering.
 3. Main point brought up by Paul L. the the insignificance of items. C went over the listing and he was most impressed by the insignificance of items considered.
 4. New - but when he becomes chairman, wants to focus on important items - even though conceding point that an item of concern to one person may be important.
 5. Suggested further contact with Dr. Vince S., who attended Agency MAG and was similarly impressed with the insignificance of items being considered. Vince not at 5 Sept. meeting.